



INcite Applications

TRIAL COURT TECHNOLOGY

DIVISION OF STATE COURT ADMINISTRATION

INDIANA SUPREME COURT

Topics

- Application Documents
- Support Tool
- Court Technology Help Desk
- Marriage License
- Jury Management
- Mental Health Adjudication
- CIP Timeliness
- Guardianship Registry
- Protection Order Registry
- CMS Search
- Abstract of Judgment
- BMV Application

INCite Home • About • Contact • Support • Logout

User: Thompson, Lisa (LATHOMPSON) Current App: INCite Version: 2.2.4
 State: IN County: Grant Organization: Grant Circuit Court (27C01)

My Account ▾ Administration ▾ **Documents ▾**

News & Events

Assign Separate GU Case Number
Posted on Tuesday, July 07, 2015

The Supreme Court has approved the following Administrative Rules 1(B)(4)(d) starting January 1, 2015.

Please click on the following link to view the full document:
<http://www.in.gov/judiciary/2784.htm>

The clerk shall assign a separate case number to each GU case, which shall be counted as a case number for purposes of the separate case number requirement for two (2) or more minors or incapacitated persons, adult child, or husband and wife, or spouse and child, provided by I.C. 29-3-5-6 and the applications may be filed by either party.

Please ensure that each person filing a GU case in the Guardianship Registry contact LaJuan Epperson at lajuan.epperson@courts.in.gov.

My Applications

Benchbooks

INCite Benchbooks application.

BMV Portal

Search BMV driver records, CATS activity reports, and maintain SR16s

CIP

For user to upload timeline data and generate reports

CMS Search

Allows users to search multiple CMS environments.

DCS

Application Documents



INDIANA COURT INFORMATION TECHNOLOGY EXTRANET

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MENTAL HEALTH ADJUDICATION DOCUMENTS

Training



House Enrolled Act 1428

The new law that requires the data for Mental Health Adjudication cases be sent to NICS.



Mental Health Adjudication Statutes

The statutes identified in HEA 1428 as being part of the Mental Health Adjudication application.



MHA Cheat Sheet


MHA Cheat Sheet

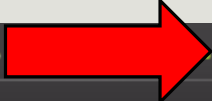


MHA User's Guide 2015

MHA User's Guide 2015

Support Tool


INDIANA COURT INFORMATION TECHNOLOGY EXTRANET

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My Account ▾ Administration ▾ Documents ▾

Court Technology Support Connection

Please enter your 6-digit code from a Trial Court Technology support representative. The codes provided expire after 360 minutes.

After you click the button below, you will be prompted to run or save. If possible choose "RUN" each time you are prompted. If your web browser only has the option to save, please save the file and run it afterwards.

If your code has expired, or you experience difficulty in connecting, please call the help desk at (888) 275-5822.

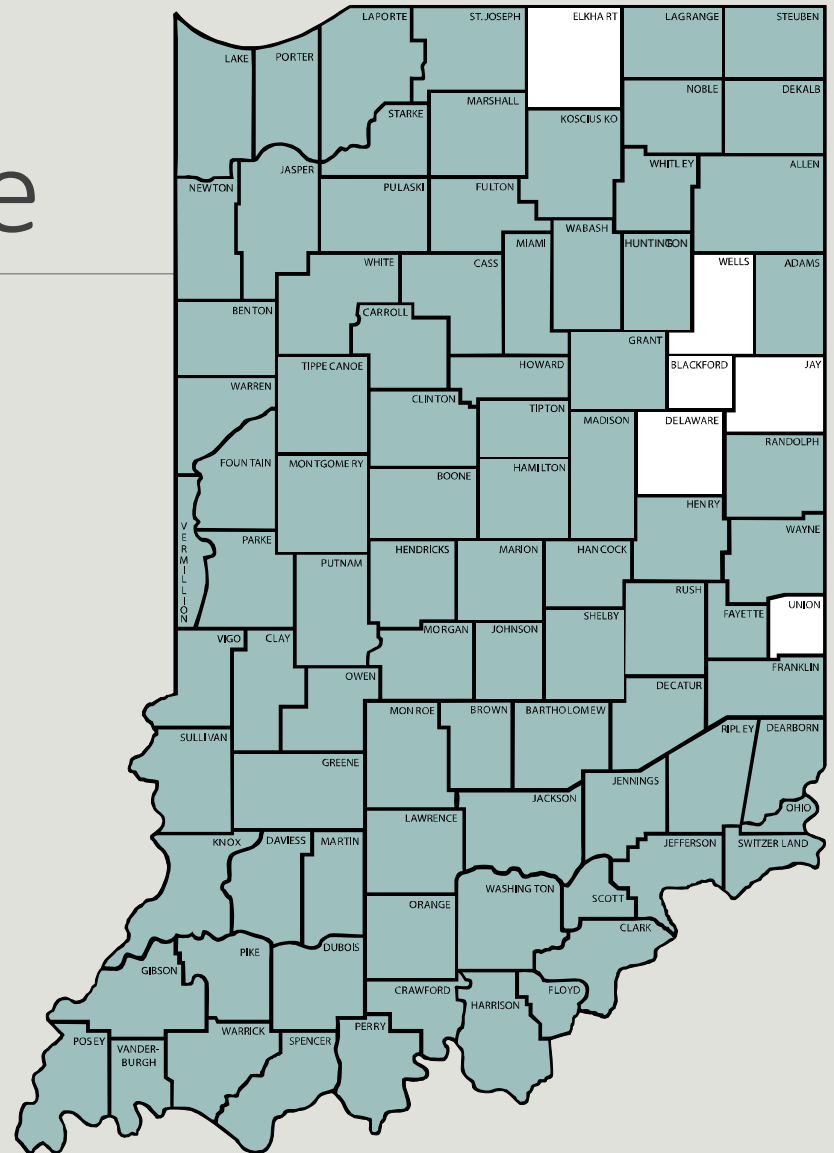
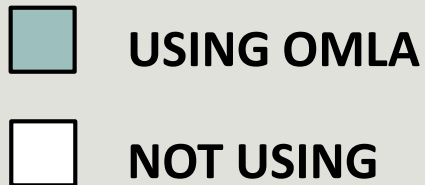
Enter your 6-digit code:

Court Technology Help Desk

- (888) 275-5822 or helpdesk@courts.in.gov
- Monday – Friday 8:00 a.m. – 5:30 p.m. (Eastern)
- **Stats:**
 - 61% are handled in under an hour
 - 51 % handled in under 30 minutes
 - 44% handled in under 15 minutes
 - 35% handled immediately



Marriage License



Upcoming Enhancements

- Search both names — *finally!*
- Correct/amend ISDH records (in your county only)
- Print Certified Copy from ISDH record
- Attach scanned documents to records
- Occupation and Education will be required fields



Mental Health Adjudication

Mental Health Adjudication Legislation

- NICS Improvement Amendments Act of 2007
- Public Law 110-2009 –INcite's Mental Health Adjudication reporting system for the electronic transmission of information related to involuntary mental commitments.
- Courts, through the Division, must report information regarding every person who fits one or more of the MH Adjudication profiles in both civil or criminal cases.

Adjudication Reasons

- Civil Cases Only
 - The person has been civilly committed under IC 12-26-6-8 more than 72 hours and up to 90 days.
 - The person has been found to be mentally ill and either dangerous or gravely disabled under IC 12-26-7-5 more than 90 days.
- Criminal Cases Only
 - The person has been found guilty but mentally ill under IC 35-36-2-5.
 - The person has been found not responsible by reason of insanity under IC 35-36-2-3.
 - The person has been found incompetent to stand trial under IC 35-36-3-1.

Do Not Report 72 Hour Holds

Recently Asked Questions

Dual Cases and Appeals

Questions:

1. If the adjudicated person has multiple cases (civil and criminal) that are related to each other and qualify for reporting, should every case be reported?
2. What happens if a person was reported incorrectly?

Answers:

1. Yes, it is important that each case be reported. And if appealed, each case has to be reviewed.
2. A person can be removed from the NICS database by expunging the record in INcite.

Dual Data Entry

Question:

1. Do I have to enter the case in INcite if I am an Odyssey County?

Answer:

1. You do not have to manually add the case in INcite, but you have to make sure the case is recorded in INcite. There are NICS events in Odyssey that can be added to the case that will electronically create the case in INcite and submit the case to NICS. However, the DOB or SSN has to be added to the respondent party record before the NICS event is added to the case. A numerical identifier is required for submission to NICS.

Odyssey Case Events

Description	Code
<u>1.</u> Mental Health Adjudication Submitted Successfully to NICS	NICSMH
<u>2.</u> NICS: Civil Commitment more than 90 days	NICSMI
<u>3.</u> NICS: Civil Commitment up to 90 days	NICSCC
<u>4.</u> NICS: Guilty but Mentally Ill	NICSGMI
<u>5.</u> NICS: Incompetent to Stand Trial	NICSIST
<u>6.</u> NICS: Information manually added to INcite	NICSM
<u>7.</u> NICS: Not Responsible by Reason of Insanity	NICSNRRI



Court Performance Measures in Child Abuse and Neglect Cases

Key Measures



CJP Timeliness Measures

CIP- Timeliness Measures Report

The timeliness measures are:

- Time to permanent placement
- Time to first permanency hearing
- Time to the filing of the termination of parental rights petition
- Time to termination of parental rights
- Time to all subsequent permanency hearings

Quarter	Petition Filed After	CHINS Wardship Terminated Between	Report Due
1 st	October 1, 2009	October 1, 2014 -- December 31, 2014	January 10, 2015
2 nd	October 1, 2009	January 1, 2015 – March 31, 2015	April 10, 2015
3 rd	October 1, 2009	April 1, 2015 – June 30, 2015	July 10, 2015
4 th	October 1, 2009	July 1, 2015 – September 30, 2015	October 10, 2015

Recently Asked Questions

Reporting

Questions:

1. What should we do if the import doesn't pull in all of the cases that closed during the quarter?
2. What happens when the report has to be corrected after the quarterly report has been submitted?
3. Can we just enter our data manually instead of importing or uploading the spreadsheet?

Answers:

1. First, verify that the wardship termination event was added to the case with the right effective date. Then check to see if the case was open within the five years of the start of date of the current federal fiscal year.
2. Ask the Helpdesk to reopen the submitted quarter.
3. Yes, you can manually enter your data; however, the import and file upload process is designed to save you time and should identify all reportable cases if the proper steps are taken during the life of the case.

Timeliness Measures Resources

- The CIP Timeliness Measures Resources are available in several places:
(User Guide, Odyssey Cheatsheet, Worksheet, Worksheet Instructions, and Videos)
- INcite Documents
 - CIP Timeliness
- Odyssey Alt+F1
- Court Improvement Program Website
 - <http://www.in.gov/judiciary/cip/2653.htm>

CIP DOCUMENTS

Forms and Worksheets



CIP Instruction Sheet
CIP Instruction Sheet



CIP Worksheet Template
CIP Worksheet Template

Help & Support



CIP Odyssey Cheatsheet
CIP Cheat Sheet



CIP User Guide
User Guide



CSI CHINS Timeliness
Instructions
CSI CHINS Timeliness Instructions



Guardianship Registry

Guardianship Registry

- Manages and tracks important benchmarks in the life of the case:
 - Inventories
 - Accountings
 - CHINS cases that are about to expire
 - CHINS cases that do not have a Guardian Ad Litem
 - Case(s) that will expire in 90 days
 - Bond Required Cases
 - Venued Cases
- Interfaces with Odyssey – Case creation starts in the GR
- Has public search site to be used by law enforcement, hospitals, banks and schools as well as others that may need to verify the status of a guardianship.
- <https://publicaccess.courts.in.gov/home/portal>

New Guardianship Legislation

- Administrative Rules 1(B)(4)(d) states the following.

The clerk shall assign a separate case number to each individual, adult or juvenile, who is subject to an application to establish a Guardianship - GU case. Each guardianship case number shall be counted as a case on the court's quarterly case status report. Notwithstanding the separate case number requirement set forth above, in situations in which a guardianship is sought for two (2) or more minors or incapacitated persons who are children of a common parent, parent and child, or husband and wife, only a single probate filing fee shall be charged as provided by I.C. 29-3-5-6 and the applications may be joined for hearing.

Recently Asked Questions

Dual Data Entry & Case Events

Questions:

1. Do I have to update Odyssey with the same data that is entered into the registry?
2. Do we need to add the Guardian to the case at the creation even though we don't know if they are going to be approved?

Answers:

1. The interface is designed to keep you from having to enter the same data twice. There are certain things that you have to do in the Registry and others in Odyssey. Pages 31 and 32 will show you which actions to take in which system.
2. For the interface, we recommend that you do so that you don't have to go back and add them once the order is granted. There are several cases on the public site that don't identify the Guardian because they were not added to the system at creation.

Case Status and Legacy Cases

Questions:

- 1: If the case is disposed of in Odyssey should it show closed in the Registry?
- 2: Can we add old cases into the Registry so that all of our active guardianships are in one place?

Answers:

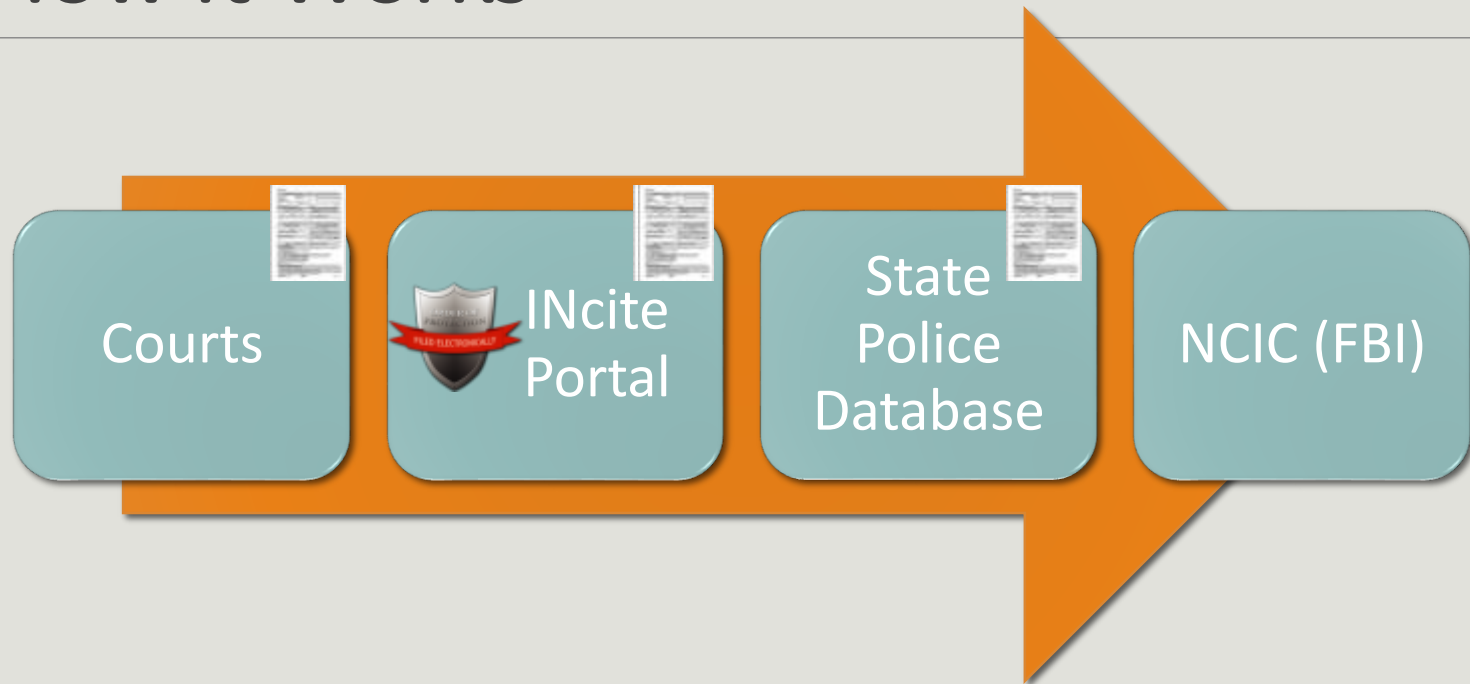
1. No, the cases in the registry will reflect the status of the guardianship, not the status of the court case. The case will appear on the public site once the order date is entered in the registry.
2. Yes. If you are an Odyssey county, you must add the case and click SAVE and not submit. Call our Helpdesk so that we can sync the case through the database. Clicking SAVE prevents a new case from being filed.



Protection Order Registry

Protection Order Registry

How It Works





eTax Warrants

Adding Warrants

Many counties are adding old DOR warrants and new DWD warrants in INcite. The warrant type is not marked as a required field but please make sure you select the appropriate warrant type.

Also, the last field in the Warrant Information section (Total liability (DOR) or Initial Assessment (DWD)) should match the amount of the warrant.

Please work your Orphan Lien Satisfaction Report regularly.

Questions?


Break – Vendor Prizes!


CMS Search

- Allows for simultaneous search of court records from multiple case management systems across multiple counties
 - Odyssey (227 courts / 52 counties)
 - QUEST (11 counties)
- Can include access to confidential juvenile cases with judicial authorization
- Documents now available in participating Odyssey counties!
- Ability to include other case management systems if they have the technical ability to connect


CMS Search – Multiple CMS


CMS Search Criteria

CMS System: -- All -- 


Last/Business Name: wehlage 

DOB: 

County: -- All -- 


First Name: zachary 


SSN: 

Case/File Number: 

Citation Number: 


Case Type: All 

 Search

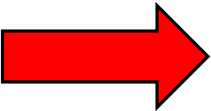
 Clear Filters

CMS System	Case/File Number	County	First Name	Middle Name	Last Name	Date of Birth	SSN
Odyssey	30D01-1307-JD-000174	Hancock	Zachary	Michael	Wehlage	2/22/1996	View
Odyssey	30D01-1307-JD-000176	Hancock	Zachary	Michael	Wehlage	2/22/1996	View
Odyssey	30D02-1407-SC-000620	Hancock	ZACHARY	M	WEHLAGE		View
Odyssey	41C01-1302-JM-000033	Johnson	Zachary	Michael	Wehlage		View
Odyssey	41C01-1306-JD-000171	Johnson	Zachary	Michael	Wehlage	2/26/1996	View
Odyssey	41C01-1306-JD-000172	Johnson	Zachary	Michael	Wehlage	2/22/1996	View
Odyssey	41H02-1404-CM-000396	Johnson	Zachary	Michael	Wehlage	2/22/1996	310179902 View
Quest	51106	Johnson	Zachary	Michael	Wehlage	2/22/1996	View

Showing records 1 to 8 of 8

Show me 50 records per page 

CMS Search – Documents

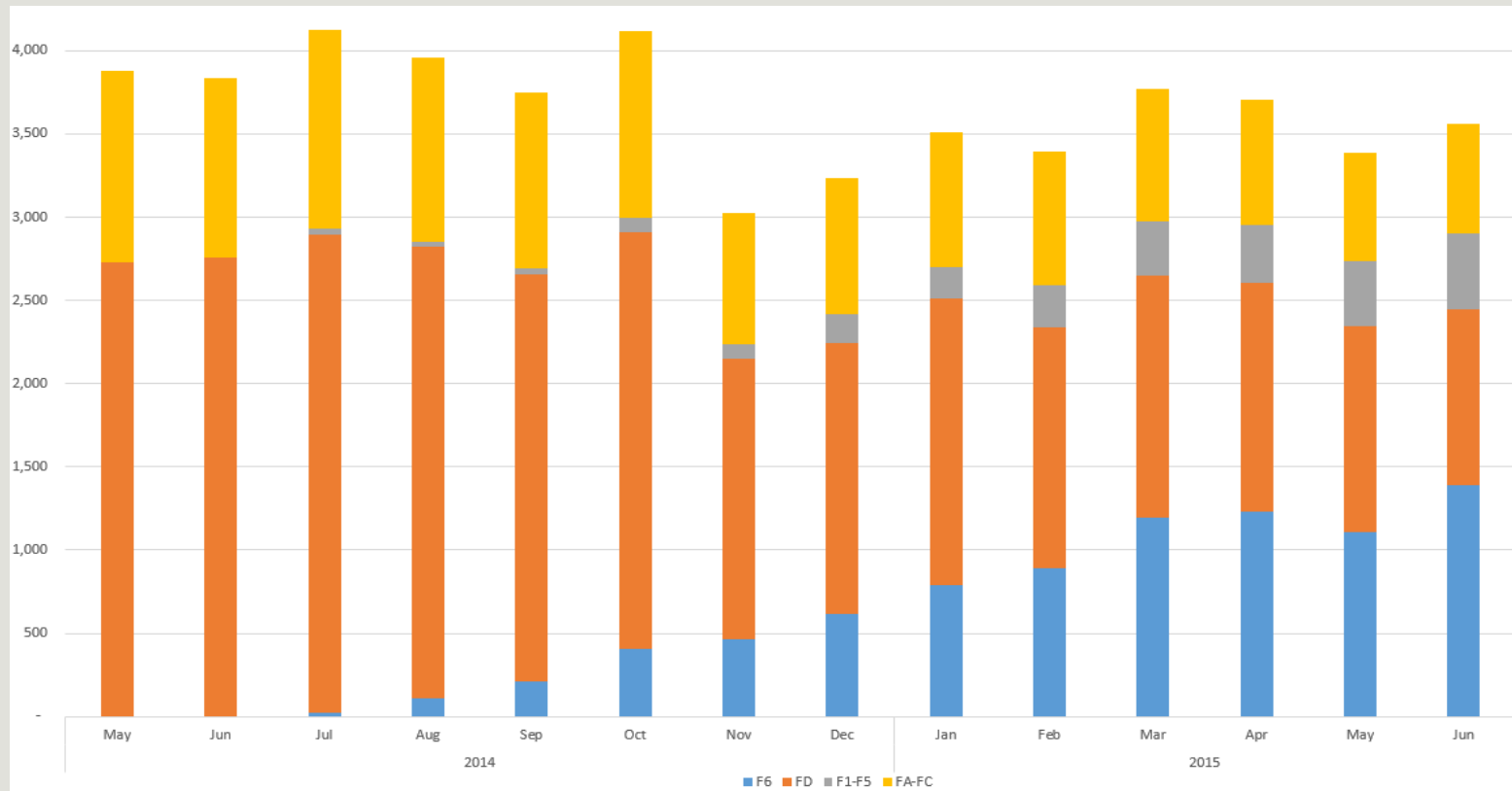
DATE	EVENTS & ORDERS OF THE COURT	INDEX
01/13/2015	Case Opened as a New Filing	
01/14/2015	Appearance Filed File Stamp: 01/13/2015 For Party: Troxell, Joel Aaron <i>Pro Se</i>	 View
01/14/2015	Petition for Dissolution of Marriage with Child(ren) Filed File Stamped: 01/13/2015 Filed By: Troxell, Joel Aaron	View
01/14/2015	Clerk Administrative Event <i>STANDING ORDER FOR SEPARATING PARENTS entered. Copies to both parties.</i>	View
01/14/2015	Waiver of Final Hearing Filed File Stamp: 01/13/2015 Filed By: Troxell, Joel Aaron Filed By: Troxell, Amanda Leigh <i>Pro Se</i>	View
01/14/2015	Subpoena/Summons Issued File Stamp: 01/13/2015 <i>Summons, Waiver, Order, and Petition issued to Henry Co Sheriff for service on Amanda Leigh Troxell. Copies mailed to Petitioner, Joel Aaron Troxell.</i>	View



ABSTRACT OF JUDGMENT

Legislative Updates

Abstract Data and HEA 1006



All Abstracts 5/1/2014 – 6/30/2015

SEA 175

- Standard definitions:

- Accrued Time: Amount of time that a person is imprisoned or confined.
- Credit Time: The sum of a person's accrued time, good time credit, and educational credit.
- Educational Credit: A reduction in a person's term of imprisonment or confinement awarded for participation in an educational, vocational, rehabilitative, or other program.
- Good Time Credit: A reduction in a person's term of imprisonment or confinement awarded for the person's good behavior while imprisoned or confined.

HEA 1006

■ IC 35-38-3-3 - Effective January 1, 2016:

- A court may not commit a person convicted of a Level 6 felony to the DOC, unless:
 - The commitment is due to the person violating a condition of probation, parole, or community corrections by committing a new criminal offense; or
 - The person is convicted of:
 - At least 2 Level 6 felonies that are ordered to be served consecutively; or
 - A Level 6 felony that is enhanced by an additional fixed term.

And the person's earliest possible release date is more than 365 days after the date of sentencing.

- Sheriff is entitled to a per diem and medical expense reimbursement for the cost of incarcerating a person in the county jail.

Level 6 Felonies

- IC 35-38-3-3 - Currently (since July 1, 2014):
 - A court may not commit a person convicted of a Level 6 felony to the DOC if the person's earliest possible release date is less than 91 days from the date of sentencing, unless the commitment is due to the person violating a condition of probation, parole or community corrections by committing a new criminal offense.
- No longer should these be marked as DOC Commitments!

Upcoming Changes

Amended Abstract








Overview

Charges

Presentence Investigation

Abstracts of Judgment

Documents

Court	Hearing Date	Type	Status	Completed On		
Marion Superior Court, Criminal Division 2	05/02/2015	Revocation	Completed Awaiting Processing	05/10/2015	 View/Edit	 Amend
Marion Superior Court, Criminal Division 2	01/16/2015	Sentence Modification	Completed Awaiting Processing	01/17/2015	 View/Edit	 Amend
Marion Superior Court, Criminal Division 2 AMENDED	N/A	Amended Original	Completed Awaiting Processing		 View/Edit	 Amend
Marion Superior Court, Criminal Division 2	11/14/2014	Original	Completed Awaiting Processing	11/14/2014	 View/Edit	

New Abstract Type: -- Select One --

 [New Abstract](#)

LWOP & Death Penalty

<i>!</i> * DOC Commitment?		<i>!</i> * Is there a Sentencing Enhancement on this case?	
<div style="border: 1px solid black; padding: 2px;">Yes ▼</div>		<div style="border: 1px solid black; padding: 2px;">No ▼</div>	

<i>!</i> Sentenced Y / M / D	<i>!</i> Executed Commitment Y / M / D	<i>!</i> Executed Comm. Corrections Y / M / D	<i>!</i> Suspended Y / M / D	<i>!</i> Probation Y / M / D
---------------------------------	--	---	---------------------------------	---------------------------------

Count I: 35-42-1-1(1): Murder

* Is there a Death Penalty or Life Without Parole sentence on this charge? Yes, Death Penalty ▼

Count II: 35-42-2-2(b)(2)/FD: Criminal Recklessness - Hazing

*** Enter the total sentence INCLUDING any enhancement time *** ☐ Sentenced as a juvenile under IC 31-30-4-2(b)(2)

1 / 0 / 0	1 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0
-----------	-----------	-----------	-----------	-----------

☐ Consecutive
☐ Concurrent

OK
Cancel

Part II	As a result of the above convictions, the Court has sentenced the defendant as follows:	
COUNT	SENTENCE	COMMENTS
I	Life Without Parole	N/A
II	Sentenced: 1 Year DOC Executed: 1 Year Comm. Corr: N/A Suspended: N/A Probation: N/A	N/A

Document Attachment


Part VI: Documents

Case Documents

No sentencing documents are associated

Odyssey Sentencing Documents

No sentencing documents are associated

 Add Document

Terminology

- **Accrued time (Number of Actual Days Served)**
- **Good time credit (Number of Credit Days Earned)**

Reminders and Notices

Paperless Process

- DOC is still evaluating jurisdictions that can go paperless
- Court Technology receives weekly log from DOC regarding any issues
- 8 counties are currently paperless, and others could be if 100% compliant with all 3 pieces: Abstract of Judgment, Sentencing Order and PSI in INCite.

<u>OFFENDER NAME</u>	<u>CAUSE NUMBER</u>	<u>IN SEARCH ONLY AND NO SENTENCING HISTORY</u>	<u>NOT IN ABSTRACT QUEUE ONLY IN SEARCH</u>	<u>NOT IN INCITE</u>	<u>DATE OF SENTENCE</u>	<u>INCITE # OR DATE OF BIRTH</u>	<u>COMMENTS</u>
Williams, Deontai	49G20-1411-F4-051117			X	6/10/2015	11/7/1992	
Deichmiller, Derek	49F08-1009-FD-069607			X	6/16/2015	8/16/1989	Abstract not created in INCITE
Richardson, Clint	49G09-1411-F6-050184			X	6/23/2015	2/23/1981	Waiting for Revocation Abstract: Current abstract shows community corrections

Faxing and Mailing

- The faxing and mailing of Abstracts of Judgment, Sentencing Orders and PSIs can stop!
- DOC will contact you to request something to be sent to them directly through one of these methods if necessary.
- All sentencing paperwork for DOC commitments should now be entered or uploaded to INcite.

Subsequent Abstracts

- If the Original Abstract on a case was *not* a DOC Commitment (and is therefore still editable), please do not edit the Original Abstract if there is a subsequent Abstract warranted (i.e. revocation or modification).
- Each sentencing event should have its own Abstract of Judgment so that the history of the case's events and sentencing documents are maintained.
- Also, the Revocation type of the Abstracts has additional questions regarding the Reason for the Revocation.

Purposeful Incarceration

- In addition to marking the question as “Yes” on the Abstract of Judgment, there also needs to be a statement in the Judge’s Recommendations section stating that the court will consider a sentence modification upon successful completion of a therapeutic community while at DOC.
- More information can be found at:
<http://www.in.gov/idoc/2798.htm>

Credit Time Calculator

- Credit Time Calculator can be found at:
<https://public.courts.in.gov/CTCALC/>
- Partial days are only allowed when referencing credit time on the Abstract due to no guidance in statute about rounding.
- Sentences must be entered as whole days.
- DOC will round credit time from .5 and higher up to the next whole day; .4 and lower will be rounded down.
- Also remember DOC only releases on Mondays and Thursdays!!

Odyssey Users – ALT + F1 Interface

- Can import the case and charges from Odyssey to OMS
- Can also populate:
 - Jail Credit
 - Confinement Type
 - Comments
 - Credit Restricted Felon
 - Purposeful Incarceration
 - Mental Health Concerns
 - Recommended Degree of Security
 - Revocation Type
- Can also 'link' the Sentencing Order if attached to the Disposition on the case in Odyssey
- See ALT+F1 Cheatsheet for step-by-step instructions

Odyssey ALT+F1



ODYSSEY CHEATSHEETS

Because we update the cheatsheets frequently, please check this website for the latest versions.

To Search, click the Control Key + F on the keyboard.

ODYSSEY BASICS

- [What's New with R14](#)
- [Basics](#)
- [Odyssey View Only Access](#)

Updated: 4/2/2015
Updated: 3/12/2014
Updated: 5/31/2013

ADMINISTRATIVE

- [Adding Special Judges, Senior Judges, Judge Pro Tems, etc.](#)
- [Searching for Cases by Judicial Officer](#)
- [Redocketing a Case](#)
- [Adding Service on the Service Tab](#)
- [Duplicate Cases - Closing](#)
- [Using the Print Button when Searching for a Case](#)
- [Understanding Changes to the Add/Modify Notes Dialog Box](#)
- [Establishing a Cashiering Station](#)
- [Re-Establishing a Cashiering Station](#)
- [Change of Elected Judge](#)

Updated: 4/3/2014
Updated: 4/24/2013
Updated: 4/25/2013
Updated: 2/28/2013
Updated: 3/11/2013
Updated: 4/24/2013
Updated: 2/24/2015
Updated: 3/11/2014
Updated: 4/18/2013

INcite/BMV Project

Electronic transmission
is happening in **every**
county

